

**Community Preservation Committee
Meeting Minutes
December 11, 2018
7:30PM**

Town Manager's Conference Room

In attendance were: Eric Helmuth
Clarissa Rowe
Eugene Benson
Charlie McCabe
Leslie Mayer
Richard Murray
Charles Tirone
JoAnn Robinson
Ann Woodward

Also in attendance: Jim Feeney, Assistant Town Manager
Amy Fidalgo, Management Analyst

1. **Meeting Opened:** Eric Helmuth called the meeting to order at 7:30pm. The meeting minutes of October 11, 2018 were reviewed; Eugene Benson provided suggested edits. Clarissa Rowe moved to approve the minutes of October 11, 2018; Eugene Benson seconded; Richard Murray abstained. All voted in favor. The meeting minutes of November 18, 2018 were reviewed; Eugene Benson suggested edits. Ann Woodward moved to approve; Leslie Mayer seconded; Charlie McCabe and Richard Murray abstained. All voted in favor.
2. **Warrant Article for Annual Town Meeting:** Eric Helmuth reviewed the language of the draft warrant article for Town Meeting 2019. Leslie Mayer moved to submit the proposed warrant article language; Charlie McCabe seconded. All voted in favor.
3. **Budget Update:** Amy Fidalgo provided an overview of expected revenue for the FY20 funding cycle. Clarification was provided about the unused balances that make up the unrestricted fund balance. Jim Feeney added that the Planning Department secured a \$15,000 Mass Historical Commission Survey and Planning Grant Program as part of their Historic Inventory project. This money will be returned to the CPA fund. Chuck Tirone asked for clarification on whether this money needs to be put towards a historic preservation project. Chuck Tirone and Eric Helmuth will confer with the Community Preservation Coalition.
4. **Review of Final Applications for FY20 CPA Funding:** Eric Helmuth suggested that two Committee members review each application. A sample reviewer form was provided to the Committee members; use of this form is optional. The Committee discussed that there is not enough money to fund all applications in the full amount requested. Ann Woodward mentioned that the Committee had originally asked departments to prioritize one application if they had originally submitted two applications. Department heads could be asked how projects would get funded if CPA money was not able to be granted.

Clarissa Rowe commented that this will be recurring in future years; the Committee will need to think about phasing larger projects. Richard Murray asked how many more years of funding are needed for the Reservoir. Leslie Mayer said she thought it might need at least two more years.

The Committee discussed the projects that had possible other sources of funding, such as the Capital Plan and Community Development Block Grant (CDBG) funds. The Committee discussed how to prioritize anything that is a safety hazard, for instance the Senior Center and the wall at the cemetery, or by populations that are more vulnerable. Eugene Benson also suggested ranking projects by how they coincide with the Master Plan, and Open Space and Recreation Plan.

- a. Central School Renovation Project: Jim Feeney provided background information on the Senior Center renovation project. The original figure for this project in the Capital Plan was 4m, but the project will be more expensive. The Committee discussed the full scope of the renovation project, versus what the CPA funding would cover. Leslie Mayer said she would like to see more information on the budget figures being used in this application. Richard Murray and Leslie Mayer will review the final application.
- b. Whittemore Park Revitalization Project: Eric Helmuth said that the CPA funded a study last year, which produced a three phase plan. This application is for Phase I. Jim Feeney provided hard copies of the Whittemore Park Plan to the Committee. Jim Feeney said the Planning Department will be seeking CDBG funding for Phase II, and capital funding for Phase III. Eric Helmuth and Eugene Benson will review this application.
- c. Tercentenary Marker Restoration: Eugene Benson asked if this project has received historic approval. JoAnn Robinson confirmed these signs are listed on the inventory. JoAnn Robinson and Eric Helmuth will review the final application.
- d. Old Burying Ground: Jim Feeney said that the budget has been reduced since the preliminary application came in at 500k. Chuck Tirone asked if this updated estimate reduced the total projected cost; Jim Feeney confirmed that it will. The Committee commented that they were appreciative of the walk through at the last meeting. Clarissa Rowe and JoAnn Robinson will review the final application.
- e. Whittemore Robbins Cottage Exterior Rehabilitation: The scope of this project is similar to the previously restored Carriage House; it is solely the building envelope. The interior renovation is part of the Capital Plan. Chuck Tirone asked if this included structural work. Jim Feeney said this figure includes 25% contingency; but a structural engineer had previously performed a walk through. Chuck Tirone and Clarissa Rowe will review the final application.
- f. Arlington Reservoir Project: Leslie Mayer provided an overview of what has been completed to date at the Reservoir; this request is for Phase II. The Committee discussed other forms of funding for this project, such as grants and the Capital Plan. Charlie McCabe and Eugene Benson will review the final application.
- g. North Union Playground Reconstruction: This project will also be pursuing CDBG funding. Clarissa Rowe provided some background on the playground. Leslie Mayer said

that the reference to Thompson School needs to be removed from the application title since this is not the school's playground. The Committee discussed who would be responsible for doing inspections. Charlie McCabe and Chuck Tirone will review the final application.

- h. Mill Brook/Wellington Park Phase III: This project has been funded in prior CPA cycles. Jim Feeney discussed the impact of the MVP grant MyRWA and the Town received, and how this changed the scope of the initial design to include flood storage areas, constructed wetlands, etc. Leslie Mayer and Ann Woodward will review the final application.
 - i. Study of Spy Pond Field Bleachers: Eric Helmuth noted that there is a neighborhood group that is constructive and engaged with this potential project. Leslie Mayer commented that this application is lacking in historical perspective, and the reviewers should dig deeper into this issue. It was noted the application included the cost for historical research and documentation. The Committee discussed if this project should be considered a stadium. Chuck Tirone asked the reviewers to consider how this plan fits into the long term vision of the field. JoAnn Robinson and Eric Helmuth will review the final application.
 - j. Winslow Towers Envelope Repairs: This project could pursue CDBG funding; Richard Murray said this has not been determined yet. The Committee commented that the final application communicated that the project was much further along than the preliminary application suggested. Clarissa Rowe said she would like to see a letters of community support, possibly from the tenants, about how important it will be to have this work completed. Jim Feeney noted the Board of Health has previously documented violations related to water intrusion, and these letters can be provided to the applicant to demonstrate need. Ann Woodward asked if this project fits into AHA's capital plan for DHCD. Richard Murray said the capital plan tends to focus more on day-to-day operations, but he will look into it. Richard Murraray and Ann Woodward will review the final application.
5. **Other Business:** The Committee will schedule applicant hearings during the third and fourth week of January.
6. **Adjournment:** Clarissa Rowe moved to adjourn at 8:45pm. Richard Murray seconded. All voted in favor.